



MEMORANDUM, DCD #12, 2016-17

To: Chairs and Academic Directors

From: Mark Schmuckler, Vice-Dean Undergraduate *MS*
Mary Silcox, Vice-Dean Graduate *MS*

Date: 10 May 2017

Re: Transition to Curriculum Management System, Phase 2

As you know, UTSC began transitioning to a new Curriculum Manager (CM) system effective with the 2017-18 Curriculum and Calendar production cycles – both undergraduate and graduate. All UTSC undergraduate courses and programs, and all graduate courses, have now been moved into the CM system (graduate programs have not yet been moved into CM). A successful pilot of the system – with the participation of five undergraduate units and two graduate units – has taken place, and we are moving forward with Phase 2 of the transition process.

Effective with the 2018-19 Curriculum and Calendar production cycles, all UTSC undergraduate units will be responsible for implementing all of their course changes and all of their minor program modifications directly into CM. All UTSC graduate units will be responsible for implementing all of their course changes directly into CM. To facilitate this process:

- Each academic unit can identify a maximum of two Super Users who will be given access to CM. Super Users will receive training in the CM system, and be provided with ongoing support, by the Dean's Office. The Dean's Office will work with Super Users to resolve problems associated with their proposals in the CM system. Please send the names of designated Super Users, as well as their UTORids to Annette Knott (at aknott@utsc.utoronto.ca) by June 1, 2017.
- Since CM will not be opened widely to faculty, academic units may need to provide faculty with curricular change proposal templates. The Dean's Office will develop these templates, and make them available to the academic units by no later than June 1, 2017.
- Effective with the 2019-20 academic year, CM can be opened up widely, to allow faculty direct access (Phase 3 of the transition process). Each academic unit will be empowered to make the decision regarding whether to continue to give access only to selected Super Users, or give access to all faculty in the unit.

All proposals for graduate minor program modifications, major modifications (undergraduate and graduate), new programs (undergraduate and graduate), and program closures (undergraduate and graduate) must be submitted, using the appropriate template, as Word documents to the Academic Programs Officer (Annette Knott at aknott@utsc.utoronto.ca) in the Dean's Office. Curricular change proposals for graduate programs cannot be implemented directly in CM because graduate programs have not yet been moved into CM. Major modification, new program, and program closure proposals

will not be implemented directly in CM because the feedback tools currently available in CM are not sufficiently robust to support the kind of feedback normally needed for these types of academic change.

All proposals for new programs, major modifications and program closures must be given the green light to proceed by the Dean's Office **before** they can be formally submitted to the Dean's Office for review. Chairs and Academic Directors should reach out to the Vice-Dean Undergraduate or Vice-Dean Graduate (as appropriate), and the Academic Programs Officer, as early as possible to schedule a meeting to discuss the proposal, and in particular its resource implications.

If you have any questions, please do not hesitate to contact Annette at 416-208-4820 or aknott@utsc.utoronto.ca.